



TENDER DOCUMENTS FOR

**PROCUREMENT & INSTALLATION OF DIGITAL
COPIER MACHINE FOR WSSP (HEAD OFFICE)**

April 2021

WATER & SANITATION SERVICES, PESHAWAR

Local Government Complex, Phase-VII, Hayatabad, Peshawar. 091-5890560

**WATER AND SANITATION SERVICES PESHAWAR (WSSP)
GOVERNMENT OF KHYBER PAKHTUNKHWA**

**Tender Notice
For Procurement of Digital Copier**

Water and Sanitation Services Peshawar (WSSP) has been established by Government of Khyber Pakhtunkhwa and formally registered under Section 42 of Companies Ordinance 1984 to provide integrated and yet improved drinking water, sanitation, and solid waste management services in district Peshawar. WSSP intends to procure and install the Digital Copier as per below Specification.

S. No	Item Name	Quantity
1	<p>Digital Copier with DSDF and HDD (Minimum: 250GB and 45 CPM) (Equivalent or Higher)</p> <p>Build in Automatic Duplex Unit</p> <p>Build in Network Colour Scanner and Printer A3 (Minimum)</p> <p>Build in Electric Sorting.</p> <p>Built-in Memory Minimum 4 GB.</p> <p>Multiple Copy. 3-way Paper Support</p> <p>Paper Capacity 1150 Sheets or above (A4, Legal, A3)</p> <p>With Ethernet, Wi-Fi interface (Print, Scan, Emailing, internet)</p> <p>USB supported. Complete in all respect.</p>	01 Unit

1. Sealed Bids are invited from well-established / reputed Firms / Manufacturer / Authorized dealer's / registered with relevant tax authorities Government of Pakistan / KPRA (where applicable), for the subject procurement.
2. The Bidding documents may be downloaded from our official website of the **Water and Sanitation Services Peshawar i.e., <https://wssp.gkp.pk>** Documents can also be obtained from WSSP on formal written request.
3. Sealed bids should be submitted latest by **May 25, 2021 at 03:00 pm** along-with a Bid Security of 2% of total value of the bid amount in the form of Call deposit in favor of the **"Chief Executive officer WSSP, Peshawar"** through Courier services.

4. The Bid documents must be **Stamped and Signed** by an authorized person of the contractor/firm and must be accompanied with tender document fee deposit slip of Rs. 1500/- (non-refundable) Payable in the name of Chief Executive Officer WSSP, Bank of Khyber A/C# 0742-3 Phase –III Chowk Hayatabad, Peshawar
5. Bids will be opened on the same day **May 25, 2021 at 03:30** pm in the presence of interested bidders or their authorized representatives, in the Conference Room of the WSSP at below mentioned address.
6. Any disfiguring/overwriting, manipulation in bids unless proper signing shall be liable to rejection. Incomplete/conditional bids shall not be acceptable.

General Manager (HR/ Admin/Procurement)

Local Government Complex, Khyber Pakhtunkhwa, Plot # 33, Street No. 13, Sector E-8, Phase-VII,
Hayatabad, Peshawar. Office Phone # 091-9219074, Ext: 121.

Introduction

Water and Sanitation Services Peshawar (WSSP) has been established by Government of Khyber Pakhtunkhwa and formally registered under Section 42 of Companies Ordinance 1984 to provide integrated and yet improved drinking water, sanitation, and solid waste management services in district Peshawar. WSSP is planning to procure and install the Digital Photo Copier Machine for Head office at Local Govt. Complex Phase-7 Hayatabad.

Details of specifications and quantity are mentioned in *Annexure I*.

TERMS AND CONDITIONS OF TENDER

Bidders are requested to read carefully the following terms and conditions and sign the Tender Form in token of having understood and accepted the same in all respects. Any of the provisions/terms can be altered, initiated, admitted or included in the terms & condition by the procurement committee; however, this can only be done with prior intimation and before the opening of bids.

Tenders which are incomplete, or which do not fulfill the requirements given hereinafter may be rendered disqualified.

Qualification of the Vendor/Firm

The following vendors are eligible to apply for the tender:

1. The firm/company/ Authorized dealer registered & Active on ATL with relevant government tax authorities.
2. The firm/company / authorized dealer who have never been blacklisted by any Government agency or authority.
3. Only registered manufacturer/partner/authorized dealer/distributor can participate in the tender (Proof of authorization is mandatory with proposal).
4. Bidders shall submit profile of the firm and machine specification in the Proposal.
5. The bidder must have at least five years of experience in the relevant business.
6. The Authorized sole proprietor ship may also apply / participate in the bidding process.

Documents Required

The firms eligible to apply are required to submit the following documents with their bidding proposal:

1. Registration documents with Taxation Authorities / KPRA. NTN / FTN etc. (Active on ATL for all applicable taxes).
2. Affidavit, on judicial stamp paper & duly attested by the Oath Commissioner, to the effect that the:
 - a. Firm/Vender has neither been blacklisted by any agency nor is involved in any subversive activities.
 - b. Firm/Vender is/was not involved in any litigation/arbitration and that no work as rescinded in the past.

3. Technical brochure containing detailed specifications must be provided with the bid. The bidder must mention brand name, model, warranty and country of origin of the offered product along with documentary evidences. If the product is assembled in a country other than the country of origin, in that case the bidder shall provide certification from the parent company to the satisfaction of the purchaser that the product is being assembled under license of the principal manufacturer and that the manufacturer stands guaranteed to the quality of the material, workmanship and performance.
4. Full Address and contact numbers of the offices.

Method of Procurement:

Bidding will be conducted through “**Open Competitive Bidding**” process, specified in Rules of the Khyber Pakhtunkhwa Public Procurement Goods, Works and Services Rules. Bidding is open to all eligible bidders as defined in the KPPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a “**Single Stage - Single Envelope**” procedure.

Response time:

Sealed bids duly marked as “**Bid/Proposal for Procurement of Digital Copier Machine**” must reach the office of the Manager Procurement WSSP Local Government Complex (Opp: ETEA Office) Phase,7, Hayatabad, Peshawar on or before **3:00 pm on May 25th, 2021**.

Opening of bids:

Bids received shall be opened on **May 25, 2021 at 3:30 pm** in the conference room of the WSSP.

All bids shall be opened publicly in the presence of the interested bidders or their authorized representatives. Bidder are requested to submit their bid via Courier Services.

Bid Price:

1. The prices quoted shall be binding on the tenderer for a period of at least 60 days.
2. The prices quoted should be inclusive of all taxes, duties & service/installation charges etc.
3. Taxes will be recovered as per rules and regulations of the Government.

Evaluation of bids:

All bids should comply with the eligibility criteria and other terms and conditions mentioned this documents.

Rejection of bids & dispute:

1. **All bids submitted after the prescribed date and time shall not be entertained.**
2. Failure in submission of the required documents will result in the rejection of bid/proposal.
3. Any bid received without bid money of 2% of total quoted cost shall not be entertained.
4. WSSP reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal with cogent reasons.
5. Any dispute arising during course of completion of supply / installation will be referred to the CEO WSSP and his decision will be final and binding upon the bidder.

Award of Tender:

1. Tender would be awarded on the basis of lowest quoted and responsive bid.
2. Payment of bills will be released after successful supply & installation of units as per terms & conditions of the contract and upon satisfactory report by the end user.

Earnest Money

Earnest Money @ 2% of the total bid price shall be submitted with the financial bid in the form of Call Deposit (CDR) in favor of the “**Chief Executive Office WSSP**” without which bid(s) will not be accepted for consideration.

Warranty

1. The machine(s) must be offered with standard warranty. (Minimum one year)
2. Warranty period for free supply of parts and free after sales service should be clearly mentioned in the quotation. Procedures for getting such services must be very clearly mentioned in the Proposal.
3. In case of non-conformity with the desired specification, the machine shall be replaced by the Supplier free of cost.

Other:

1. The machine should be new, and the vendor will ensure originality of the procurement, Gray channel machines shall be discouraged / rejected by WSSP.
2. The firm must have office in Peshawar (preferably) or Islamabad region, which is able to provide doorstep after sale services to the WSSP.
3. The machines shall be supplied in packed form and shall only be opened in the presence of the WSSP deputed staff. Working manuals and other related literature shall accompany the machine in original at the time of delivery.
4. Successful Supplier shall ensure to complete the supply of the equipment(s) at the earliest but not later than 15 days of purchase/supply order.
5. Payment will be released after successful delivery / installation and commissioning as per the specifications mentioned in this document, and after obtaining Inspection **Report** from the designated committee.
6. Conditional Bids will not be entertained.

7. In Case of Substandard / Sub specification supply is made or sub std. machines supplied after award of Supply Order to lowest successful bidder the penalty may be imposed by the procurement entity for wrongdoing, which may include Blacklisting of the firm and bid security forfeiture.

Note: Tenders, in sealed envelope, addressed to the General Manger (HR/Admin/ Procurement), may be sent through registered post/courier service or may be delivered in person upto submission date and time.

I have read all the terms and conditions and agree to fully comply and abide by them. Any non-conformity on my part would result in the rejection of the bid.

Supplier's Signature _____

Office Seal _____

PROCUREMENT & INSTALLATION OF PHOTO COPIER UNITS

S. No	Item Name	Quantity
1	<p>Digital Copier with DSDF and HDD (Minimum: 250GB and 45 CPM) (Equivalent or higher) Build in Automatic Duplex Unit Build in Network Colour Scanner and Printer A3 (Minimum) Build in Electric Sorting. Built-in Memory Minimum 4 GB. Multiple Copy. 3-way Paper Support Paper Capacity 1150 Sheets or above (A4, Legal, A3) With Ethernet, Wi-Fi interface (Print, Scan, Emailing, internet) USB supported. Complete in all respect.</p>	01 Unit

WATER AND SANITATION SERVICES Checklist

1	Name of the Firm Address (Telephone, Fax & E-mail)	
2	Year of Establishment	
3	NTN Certificate	
4	STN Certificate	
5	Company Profile	
6	Affidavit, on judicial stamp paper & duly attested by the Oath Commissioner, to the effect that the: a. Firm/Vender has neither been blacklisted by any agency nor is involved in any subversive activities. b. Firm/Vender is/was not involved in any Litigation / arbitration and that no work as rescinded in the past.	
7	Called deposit @ 2% of total bid cost.	
8	Manufacturer/Partner/Authorized dealer's distribution certificate.	
9	Technical Specification of the quoted brand.	
10	Standard Warranty	
11	Proof of Previous Purchase Order	
12	Contact Person Name & Designation _____	_____ Authorized Signature & Stamp

Note: This checklist duly filled and signed by authorized person, shall be submitted with the covering letter.

WATER AND SANITATION SERVICES, PESHAWAR.**Financial Proposal****PROCUREMENT / INSTALLATION AND COMMISSIONING OF PHOTO
COPIER UNITS**

Name of the firm: _____

Address _____

Name / Contact No. of Contact Person _____

S.No	Description of Machine	Brand Name	Qty	Per Unit Cost (Rs.)	Total Cost.
1	Photocopier Machine as per Specification Mentioned in (Annexure-I) Complete in all respect		01 No		
Total Cost in Rs. (All taxes and other Relevant cost included) _____ Amount in Words _____					

Name & Designation**Authorized Signature & Stamp**

Disclaimer

Though adequate care has been taken while preparing this document and information provided therein, but it is advised that the bidder must satisfy himself for the corrections and sufficiency of the Data. Information on any discrepancy should be intimated to this office immediately. If no information is received from any of the bidders within the time of submission date, it shall be presumed that this document is correct and complete in all respects. If considered necessary in the interest of work / public, Water & Sanitation Services Peshawar (WSSP) reserves the rights to modify, amend or supplement this document as and when required.

STANDARD FORM OF BIDDING DOCUMENTS FOR PROCUREMENT OF GOODS Notified vide Notification No. KPPRA/M&E/SBDs/1-1/2015, Dated Peshawar the May 03, 2016. Shall be Considered as part of these Bidding documents.